UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE PM-463

For: All FSA County Offices

Leave Transfer Program				
Approved by: State Executive Director Apple Blufoel				

1 Overview

A Purpose

The purpose of this notice is to transmit information regarding out-of-state Leave Transfer Recipients.

B Contact

If you need additional information or need help, please contact Barbara Dehnert at (501) 301-3019 or email <u>Barbara.Dehnert@ar.usda.gov</u>

2 Action

A County Office Action

Post the information on the bulletin board or other prominent place in the office. Please note there are two CO Leave Share Recipients.

B Donor Action

The donor shall:

- complete AD-1043 to donate leave
- provide AD-1043 to First Line Supervisor (normal leave Approving Official) for approval.

Note: GS employees cannot donate to CO employees and vice versa.

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Disposal Date	Distribution	
•	The state of the s	
November 27, 2003	All Offices	

AR Notice PM-463

C Timekeeper

The timekeeper shall:

- forward AD-1043 to person listed in original notice
- provide copy of AD-1043 to donor's T&A clerk
- provide copy of AD-1043 to Administrative Division, Attn: Barbara Dehnert.

05-28-03



United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

New Japsey State F&A Office Mastoria Professional Plaza 163 Route 130, Blog. 2, Sultra E Bordentown, NJ 08505-2248

Tel: (609) 298-3446 FAX: (609) 298-8780 May 27, 2003

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TO:

Doug Frago

DAFO

FROM:

Paul Hlubik, NJ SEC

SUBJECT:

Leave Share Recipient - Stephanie Moore, NJ-CO-03-002

The subject employee is currently an approved leave recipient under the Leave Transfi: Program.

Ms. Moore's husband has been diagnosed with Stage 4 melanoma that has spread throughout his body and is in a terminal stage. Ms. Moore has exhausted her ennual it is and requests leave donations at this time to assist her in the care of her husband.

We wish to assist Ms. Moore by providing this information to the FSA county employee; in every state. Please forward this memorandum along with the attached AD-1043 to all utities across the county.

Your assistance in this matter will be greatly appreciated.

USDA je an Equel Opportunity Employer

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LEAVE TRANSFER PROGRAM - DONOR APPLICATION

FOR PERSONNEL USE CONLY: CASE NUMBER

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United States Department of Agricultura

May 21, 2003

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Farm and Foreign Agricultural Services

Farm Service Agency

TO:

Doug Frago

Director, EDSO

Alabama State Office P. O. Box 295013 Montgomery, AL 36129-5013

FROM:

Danny 7. Crawford V Danny F. Crawford, State Executive Director

Tel: (334) 279-3500 Fac (334) 279-3550

SUBJECT: Leave Share Recipient - Betty G. Pate, AL-CO-03-002

The subject employee is currently an approved leave recipient under the Leave Transfer Program.

Ms. Pate had a melanoma removed from her back and a laminectomy of a tumor removed from her spine. Excision of tissue around the melanoma area and removal of lymph nodes were also done. She has some numbness in her legs which require her to take physical therapy.

We wish to assist Ms. Pate by providing this information to FSA County employees in other states. Please forward this memorandum along with the attached AD-1043 to all applicable states.

Your assistance in this matter will be greatly appreciated.

Attachment

LEAVE TRANSFER PROGRAM - DONOR APPLICATION

FOR PERSONNEL USE ONLY: CASE NUMBER

INSTRUCTIONS: Use this form to request the to your immediate supervisor. After completion, for	7-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		. You may not transfor leave to	
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